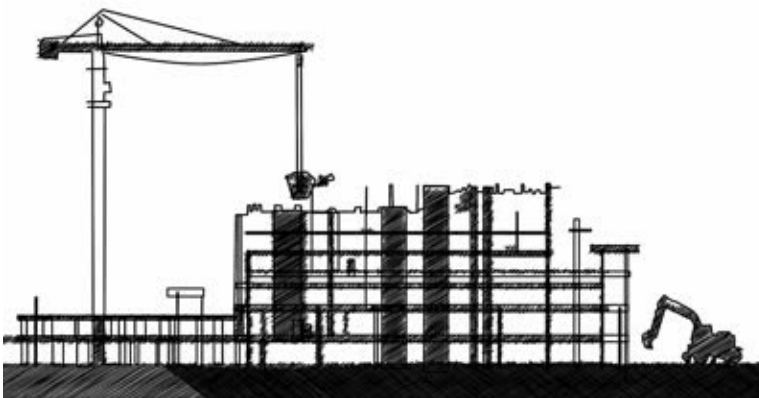




HSE PROCEDURE

FOR

**CONTROL OF
DOCUMENTS**

**HSE PROCEDURE
FOR
CONTROL OF DOCUMENTS
(HSEP: 05)**



DOC NO. : HSEP: 05	REVISION NO. : 00	DATE :10.01.2018
ORIGINAL ISSUE DATE : 10.01.2018	DATE OF ISSUE OF THIS COPY :	
COPY NO. :	ISSUED BY : R K OJHA	
ISSUED TO :	SIGN : NAME : DESGN. / DEPT. : HSE	

BHARAT HEAVY ELECTRICALS LIMITED
INDUSTRIAL SYSTEMS GROUP



ISG

HSE PROCEDURE FOR CONTROL OF DOCUMENT

Doc. No. : HSEP: 05
Rev. No. : 00
Date: :10.01.2018
Page : 1 of 9

1.0 OBJECTIVE

To ensure control of all pertinent documents affecting HSEMS

2.0 SCOPE

This procedure covers control of HSE Management System documents and other supporting documents.

3.0 PROCEDURE DESCRIPTION

CONTROL OF MANAGEMENT SYSTEM DOCUMENTS

PREPARATION, REVIEW, APPROVAL

Preparation, review and approval of HSEMSM / HSEOM shall be as mentioned in HSEMSM (4.4.4).

Cover pages of HSEMSM / HSEOM shall bear signature of issuing authority. All other pages (excluding formats, if any) shall bear the signature of preparing and approving authority.

Linkages between HSEOM and HSEMSM are illustrated in Annexure-I.

Documents shall be numbered as follows:

HSE Management System Manual shall be numbered as HSEMSM

HSE Operating Manual

HSE Procedure shall be numbered as HSEP: XX, Where

HSEP stands for Occupational Health, Safety and Environment Procedure and XX stands for Sl. No. of HSEP.

The list of HSE Procedures alongwith document no. is given below:

Prepared by : Internal Auditors

Reviewed and Approved by R K OJHA
HSE ISG-HQ



ISG

HSE PROCEDURE FOR CONTROL OF DOCUMENT

Doc. No. : HSEP: 05
Rev. No. : 00
Date: : 10.01.2018
Page : 2 of 9

Sl. No.	HSEP	Document no.
1	HSE Procedure for Register of OHS Hazards and Risks	HSEP:01
2	HSE Procedure for Register of Environmental Aspects and Impacts	HSEP:02
3	HSE Procedure for Register of Regulations	HSEP:03
4	HSE Procedure for Training and Awareness	HSEP:04
5	HSE Procedure for Control of Documents	HSEP:05
6	HSE Procedure for Emergency Preparedness and Response Plan	HSEP:06
7	HSE Procedure for HSE Performance measurement, Monitoring and Review	HSEP:07
8	HSE Procedure for Incident investigation and Reporting	HSEP:08
9	HSE Procedure for Nonconformity, Corrective Action and Preventive Action	HSEP:09
10	HSE Procedure for Control of Records	HSEP:10
11	HSE Procedure for Internal HSE Audit	HSEP:11
12	HSE Procedure for Permit to Work	HSEP:12
13	HSE Plan for Site Operations	HSEP:13

Formats of HSEP shall be numbered as follows:

HSEP Number- FXX, where F stands for Format & XX stands for Serial no. of Format

Operational control procedure shall be numbered as follows:

OCP: XXX, Where OCP stands for Operational Control Procedure and XXX stands for Sl. No. of OCP

Formats of OCP shall be numbered as follows:

OCP Number- FXX, where F stands for Format & XX stands for Serial no. of Format

ISSUE CONTROL

Issue and change control for HSEMSM/HSEOM shall be as illustrated in Annexure-II.

Head Q, S & MM, ISG-HQ shall issue HSEMSM and HSEOM as per Annexure II

MR (HSE) of the Region shall issue distribution list for controlled copies of HSEMSM and HSEOM to the concerned issuing authority.

Prepared by : Internal Auditors

Reviewed and Approved by R K OJHA
HSE ISG-HQ



ISG

HSE PROCEDURE**FOR CONTROL
OF DOCUMENT**

Doc. No. : HSEP: 05

Rev. No. : 00

Date: :10.01.2018

Page : 3 of 9

Issue record indicating name, designation, department, and copy no. and issue date shall be maintained by Head (HSE) of the Region in issue control register for HSEMSM and HSEOM.

MASTER COPY of HSEMSM and HSEOM shall be maintained with Head Q. S & MM, ISG-HQ

Issue of any INFORMATION COPY of HSEMSM and HSEOM shall require approval of MR (HSE) of the Region.

HSEMSM and HSEOM shall be issued through Cover letter format No. HSEP: 05-F01 to the holders of controlled copy. Holder shall update his copy in accordance with above Cover letter.

HSEMSM shall be identified through Issue no. as indicated on Cover page and Records of Revision. Each HSEMSM chapter shall have a revision number. When any change to a HSEMSM chapter is necessary, the entire HSEMSM chapter shall be revised incorporating such changes and issued along with revised Record of revision with incremented revision number. HSEMSM shall be re-issued after ten revisions of any HSEMSM chapter or earlier (excluding Record of Revision page).

HSEOM shall be identified through Revision no. as indicated on Cover page and Record of Revision. Each Page of HSEOM shall have a revision no. When any change to a Page of HSEOM is necessary, the entire HSEOM shall be revised incorporating such changes and issued along with revised Record of revision with incremented revision no.

Record of issue of HSEMSM and HSEOM, indicating Issue no., Revision no., Copy No., Name & Designation of Holder and date of issue shall be maintained in a Register by concerned issuing authority for controlled / information copies, as applicable.

Holder of controlled copy of HSEMSM and HSEOM shall return the same to concerned when he ceases to be an employee of BHEL or when informed to do so by the issuing authority.

Obsolete MASTER COPY shall however be stamped SUPERSEDED and retained with the master copy holder.

Control status of HSEMS documents shall be stamped as illustrated in Annexure-III.

Issuing authority shall ensure that all the copies distributed are legible.

Prepared by : Internal Auditors

Reviewed and Approved by R K OJHA
HSE ISG-HQ



ISG

HSE PROCEDURE**FOR CONTROL
OF DOCUMENT**

Doc. No. : HSEP: 05

Rev. No. : 00

Date: :10.01.2018

Page : 4 of 9

STANDARDS/CODES & ACTS

These are National/International/Corporate Standards and Rules, Regulations & Acts on HSE used as supporting document.

Master list of applicable standards/codes and acts shall be maintained by Head (HSE) of the Region or his nominee.

Standards/codes and Acts required to be referred for operation shall be procured by individual Department/Site of the Regions.

CONTROL OF FORMATS

Latest copy of all formats required to be used by the department shall be maintained in a separate file with HOD or his nominee.

Formats prepared by ISG shall be identified through Format No. and Rev No., as indicated in each page of Formats.

All formats of HSEOM shall be given its incremented revision number independent of revision number of above documents.

HODs shall ensure that pertinent formats are used in the dept.

CONTROL OF DOCUMENTS (SOFT VERSION IN WEB)

Soft copies of documents shall be uploaded in the Intranet site of ISG-HQ and ISG HQs by the issuing authority. For the issue control of the soft documents uploaded in the Intranet, a User ID and Password shall be allocated to the uploading authority.

DEFINITIONS**MASTER COPY**

A controlled copy of document prepared by Q, S & MM, ISG-HQ including Annexed formats which shall serve as reference for all controlled copies of the document. This copy shall be identified by signatures in original using blue ink. MASTER COPY shall be assigned copy no. of 00. Signature of issuing authority is not necessary for this copy.

Prepared by : Internal Auditors

Reviewed and Approved by R K OJHA
HSE ISG-HQ



ISG

HSE PROCEDURE**FOR CONTROL
OF DOCUMENT**

Doc. No. : HSEP: 05
Rev. No. : 00
Date : 10.01.2018
Page : 5 of 9

CONTROLLED COPY

Copy of document which shall be updated for maintaining latest/pertinent copy at place of work to preclude the use of invalid and/or obsolete document. This copy shall bear signature of issuing authority, in original.

SUPERSEDED/OBSOLETE COPY

Copy of controlled document which has become invalid for use on revision/withdrawal of the document, resulting in a controlled disposal of all such copies.

INFORMATION COPY

Copy of document which shall not be updated for any revision and shall be treated as uncontrolled copy.

ORGANISATION CHART

Document which show the structure of organization comprising of Functions/Depts./Sections, their linkage and reporting channel indicating broad functional areas and authorized personnel responsible for those areas.

4.0 DOCUMENT CONTROL

This document shall be issued and controlled as detailed in HSE procedure for Control of Documents HSEP: 05

5.0 FORMATS USED

HSEP: 05 – F01- Issue Cover Letter for Documents

Prepared by : Internal Auditors

Reviewed and Approved by R K OJHA
HSE ISG-HQ



ISG

**HSE PROCEDURE
FOR CONTROL
OF DOCUMENT**

Doc. No. : HSEP: 05
Rev. No. : 00
Date : 10.01.2018
Page : 6 of 9

ANNEXURE - I

CORRELATION BETWEEN HSEP & HSE MANUAL

SL NO.	HSEP NO.	TITLE OF HSEP	HSEMSM REFERENCE
1	HSEP:01	HSE Procedure for Register of OHS Hazards and Risks	HSEMSM 4.3.1
2	HSEP:02	HSE Procedure for Register of Environmental Aspects and Impacts	HSEMSM 4.3.1
3	HSEP:03	HSE Procedure for Register of Regulations	HSEMSM 4.3.2
4	HSEP:04	HSE Procedure for Training and Awareness	HSEMSM 4.4.2
5	HSEP:05	HSE Procedure for Control of Documents	HSEMSM 4.4.5
6	HSEP:06	HSE Procedure for Emergency Preparedness and Response Plan	HSEMSM 4.4.7
7	HSEP:07	HSE Procedure for HSE Performance measurement, Monitoring and Review	HSEMSM 4.5.1
8	HSEP:08	HSE Procedure for Incident investigation and Reporting	HSEMSM 4.5.3
9	HSEP:09	HSE Procedure for Nonconformity, Corrective Action and Preventive Action	HSEMSM 4.5.3
10	HSEP:10	HSE Procedure for Control of Records	HSEMSM 4.5.4
11	HSEP:11	HSE Procedure for Internal HSE Audit	HSEMSM 4.5.5
12	HSEP:12	HSE Procedure for Permit to Work	HSEMSM 4.4.6
13	HSEP:13	HSE Plan for Site Operations	HSEMSM 4.4.6

Prepared by : Internal Auditors

Reviewed and Approved by R K OJHA
HSE ISG-HQ



ISG

HSE PROCEDURE
FOR CONTROL
OF DOCUMENT

Doc. No. : HSEP: 05
Rev. No. : 00
Date : 10.01.2018
Page : 7 of 9

ANNEXURE – II

ISSUE CONTROL OF HSE MANAGEMENT SYSTEM DOCUMENTS FROM ISG

DOCU MENT	ISSUED BY	DISTRIBUTION	CHANGE CONTROL		
			INITIAL ISSUE	NEXT CHAN GE	TOTAL CHANGE
HSEMSM	HEAD(QSM M, ISG- HQ) OR NOMINEE	Head/ISG, Head Regions, Head MR and Head (HSE) of the Regions.	Issue No.01 Rev. No. 00	Issue No.01 Rev. No.01	Issue No.02, Rev. No.00 (Issue No. is incremented after 10 rev. of a chapter or earlier. For Rev. of a HSEMSM chapter, entire chapter as revised and reissued).
HSEOM	HEAD(QSM M, ISG- HQ) OR NOMINEE	Head/ISG, Head Regions, Head MR and Head (HSE) of the Regions.	Rev. No. 00	Rev. No.01	For Rev. of a page, entire document is revised and reissued)

ISSUE CONTROL OF HSE MANAGEMENT SYSTEM DOCUMENTS FROM REGIONAL HO

DOCU MENT	ISSUED BY	DISTRIBUTION	CHANGE CONTROL		
			INITIAL ISSUE	NEXT CHAN GE	TOTAL CHANGE
HSEMSM	HEAD(HSE) OR NOMINEE	HOFs, HODs and others as decided by MR (HSE) and recorded in distribution list.	Issue No.01 Rev. No. 00	Issue No.01 Rev. No.01	Issue No.02, Rev. No.00 (Issue No. is incremented after 10 rev. of a chapter or earlier. For Rev. of a HSEMSM chapter, entire chapter as revised is reissued).
HSEOM	HEAD(HSE) OR NOMINEE	HOFs, HODs and others as decided by MR (HSE) and recorded in distribution list.	Rev. No. 00	Rev. No.01	For Rev. of a page, entire document is revised and reissued)

Prepared by : Internal Auditors

Reviewed and Approved by R K OJHA
HSE ISG-HQ



ISG

HSE PROCEDURE
FOR CONTROL
OF DOCUMENT

Doc. No. : HSEP: 05
Rev. No. : 00
Date : 10.01.2018
Page : 8 of 9

ANNEXURE - III

CONTROL STATUS STAMPING REQUIREMENT FOR HSE MANAGEMENT SYSTEM

DOCUMENTS

DOCUMENTS	CONTROL STATUS STAMP IN RED ON PAGES			
	MASTER COPY	CONTROLLED COPY	INFORMATION COPY	SUPERSEDED (FOR MASTER COPY)
HSEMSM	NO STAMPING	COVER	COVER	ALL
HSEOM	NO STAMPING	COVER	COVER	ALL
STANDARD/ CODE & ACT	NO STAMPING			

NOTE:

- 1) Documents and records in electronic media/ hard copy shall be suitably controlled for availability, integrity & and confidentiality as per Information Security Policy of the organization. Protection of soft records/ documents maintained in user level CPUs shall be implemented through password policy given in ISMS (Information Security Management System).

Prepared by : Internal Auditors

Reviewed and Approved by R K OJHA
HSE ISG-HQ



ISG

HSE PROCEDURE
FOR CONTROL
OF DOCUMENT

Doc. No. : HSEP: 05
Rev. No. : 00
Date : 10.01.2018
Page : 9 of 9

RECORD OF REVISION

Page No.	Rev No.	Brief of Revision	Date
All	00	New procedure introduced	10.01.2018

Prepared by : Internal Auditors

Reviewed and Approved by R K OJHA
HSE ISG-HQ



HSE, INDUSTRIAL SYSTEMS GROUP Headquarters

